

ITD NEWS

State of Iowa
Information Technology Department
Hoover State Office Building – B Level
Des Moines, Iowa 50319

Richard J. Varn, Chief Information Officer

ITD NEWS July/August 2002

Page 1

County Employee Pilot Project to End July 15th. New Opportunity Soon to Come

Over 200 county employees, most being in the Treasurers Office, took advantage of ITD Online Courses. The pilot project for county employees ran from April 15th to July 15th. The advantages of taking courses from their desktops, wherever they are in the state, and the ability to access the courses 24 hours a day, 7 days a week from home or office, works well for the busy employees. ITD is working to provide a training solution for city and county employees. Complete details for an online learning solution have not been finalized at the time of printing. If you're a county or city employee, this opportunity will be coming.

Online Courses

ITD has available online courses on many subjects. Access to these courses is available 24 hours a day, 7 days a week, from home or office. Please go to the Knowledge Community website listed below. Then click on Knowledge Access to access the course descriptions, directions, enrollment forms, prices, or Go to Courses (must have an ID).

<http://www.infoweb.state.ia.us/knowledgecomm>

Call Bruce Hupke at 281-6984 if you need more information. Bruce.Hupke@itd.state.ia.us

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984

CONSTRUCTION NEARLY COMPLETE!



The south side of Hoover B Level, which was home to many ITD employees, and the ITD Learning Centers, has been under construction for a couple of months. We hope to be fully moved in by August 1. Seating arrangements of ITD employees will be changed. Phone numbers for most ITD employees have not changed. Sorry for any inconveniences.

2	- Instructor Led Training Schedule
3	- July and August Calendar - Sneak Peek at future Courses
4	- Enrollment Form

PC Skills

MS OFFICE

ACCESS LEVEL 1

This hands on class will provide the skills you need to create, update, query, and report from an ACCESS database. Students will know proper database planning and design principals. You will learn database concepts and terminology by working with ACCESS databases. A workbook and exercises will be included to reinforce learning.

Prerequisite: Basic Windows or similar experience

Access Level 1

\$115 **Course: PC808**
Aug 28 8:30 – 3:30
29 8:30 – 12:00
 Enrollments close: Aug 16
 Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 1

This hands on class will provide the skills you need to create, update, format and maintain a basic EXCEL spreadsheet. The class will work with ranges and various financial and statistical functions. Exercises will be included to reinforce learning. A workbook and a data diskette are provided.

Prerequisite: Basic Windows or similar experience

Excel Level 1

\$115 **Course: PC708**
Aug 21 9:00 – 3:30
22 9:00 – 12:00
 Enrollments close: Aug 9
 Hoover 'B' Level/Learning Center 2

ACCESS LEVEL 2

This hands-on class will enhance the ACCESS skills you learned in Basic ACCESS class. You will create tables, forms and reports using advanced techniques. Class will learn the principles of table design, table relationships, normalizing data, and referential integrity. Advanced query, form, and report design techniques will be covered.

Prerequisite: Basic Microsoft ACCESS class

Access Level 2

\$115 **Course: PC818**
Sept 25 8:30 – 3:30
26 8:30 – 12:00
 Enrollments close: Sept 13
 Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 2

This hands-on class will provide the skills you need to create, modify, and customize EXCEL charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting techniques for locating and managing information. Class will work with an Excel database. You will learn the querying capabilities of EXCEL.

Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience

Excel Level 2

\$115 **Course: PC718**
TBA 9:00 – 3:30
 9:00 – 12:00
 Enrollments close:
 Hoover 'B' Level/Learning Center 2

BUSINESS OBJECTS INFOVIEW

InfoView is a web based report creating and viewing software. This hands-on Introduction to InfoView will teach students to create several types of reports. Included in reports students will create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send /receive and publish reports. Students in class will do report drilling.

Prerequisite: Basic Windows or similar experience

InfoView

\$50 **Course: UT501**
Aug 27 9:00 – 12:00
 Enrollments close: Aug 16
 Hoover 'B' Level/Learning Center 2

Please Remember Enrollment in a class must be canceled at least 3 working days prior to the start of the class. If you cannot attend, substitutions can be made. Cancellations after the 3-day limit, except for illness, will be charged to the department. ITD Education reserves the right to cancel a class because of low enrollments. The determination of whether to hold the class or not will be made no later than three days before the session. Any enrollee will be scheduled into the next session.

July 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Excel Level 1 9:00 – 3:30	22 Excel Level 1 9:00 – 12:00	23	24
25	26	27 InfoView 9:00 – 12:00	28 Access Level 1 8:30 – 3:30	29 Access Level 1 8:30 – 12:00	30	31

Sneak Peak: Access Level 2 Sep. 25, 26 Access Level 1 Oct 29, 30 Excel Level 1 Dec 4, 5



ENROLLMENT FORM

Customer Liaison Division
Education

INSTRUCTIONS: List each person only once. To the left of the name, in the grid provided, indicate which session(s) or class that person is to be enrolled.

Please call Bruce Hupke @ 281-6984
(Email: Bruce.Hupke@its.state.ia.us)
If you have any questions.

* **Please use these open columns to list those of our regular courses that you do not see included in the current offerings.**
Enrollees will be added to the respective waiting list.
We use this to assess demand for scheduling future sessions.

InfoView (UT 501) 8/27
Access Level 1 (PC 808) 8/28-29
Access Level 2 (PC 818) 9/25-26
Excel Level 1 (PC 708) 8/21-22
Excel Level 2 (PC 718) TBA
Access Level 1 (PC 808) 10/29-30
*

								Name	SSN	Telephone

Your department will be charged for cancellations made within three (3) days of the scheduled class.

Agency / Department _____ Date _____

Authorized Signature _____ Telephone _____

Training Liaison Signature _____ Telephone _____
(if required)

Mailing Address: Information Technology Department
Education Section
Hoover Building – Level B
Des Moines, IA 50319-0141

Fax number: (515) 281-6137